



**Administration for Children and Families**

Office of Planning, Research and Evaluation

Self-Sufficiency Research Clearinghouse

HHS-2016-ACF-OPRE-PD-1156

Application Due Date: 07/20/2016

Self-Sufficiency Research Clearinghouse

HHS-2016-ACF-OPRE-PD-1156

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**Department of Health & Human Services  
Administration for Children and Families**

**Program Office:** Office of Planning, Research and Evaluation  
**Funding Opportunity Title:** Self-Sufficiency Research Clearinghouse  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2016-ACF-OPRE-PD-1156  
**Primary CFDA Number:** 93.647  
**Due Date For Letter of Intent:** **06/20/2016**  
**Due Date for Applications:** **07/20/2016**

## Executive Summary

### *Notices:*

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/howto>.**

The Office of Planning, Research and Evaluation (OPRE) within the Administration for Children and Families (ACF) announces the availability of funds to support the ongoing operations, maintenance, and enhancements to the Self-Sufficiency Research Clearinghouse ([www.opressrc.org](http://www.opressrc.org)). The Self-Sufficiency Research Clearinghouse (SSRC) is a web-based clearinghouse for high-quality research and evaluation studies on Temporary Assistance for Needy Families (TANF), related safety net programs and low-income populations, focusing on economic self-sufficiency, employment, and family and child well-being.

The clearinghouse serves researchers, policymakers, and practitioners assisting all three groups in accessing and using high-quality research, while enhancing communication across groups. The clearinghouse structure was built on a design framework that considered how to engage and serve the needs of these three user groups.

## I. Program Description

### **Statutory Authority**

This cooperative agreement is authorized under section 413 of the Social Security Act (42 U.S.C. 613), as reauthorized by Pub. L. 114-113, the Consolidated Appropriations Act, 2016.

## **Description**

The primary goal of this cooperative agreement is to support ongoing operations, maintenance, and enhancements to the SSRC. The SSRC's principal aim is to gather, catalog, store, and disseminate high-quality research and evaluation studies on various topics related to low-income families and self-sufficiency, including TANF, employment and training, child and family well-being and anti-poverty strategies.

The SSRC serves as a hub for information on programs, practice, and research on low-income families and programs. It also seeks to be valuable to researchers, policymakers, and practitioners, and assist all three groups in accessing and using high-quality research, as well as offer opportunities for networking. The grantee will be expected to maintain and enhance the SSRC's current array of offerings for a broad audience. At the same time, the grantee will continue the SSRC's emphasis on evidence-based policymaking, technological innovations, and different methods of interaction among potential SSRC users, which demands that the grantee not only satisfy the needs of the SSRC's current audience, but will also anticipate the needs of future users. It is expected that under the award, the SSRC will continue as a leader in the collection and curation of a research library, will continue to add value to the user experience, and expand opportunities for networking and learning. It is also expected that the grantee will work to maintain engagement with and solicit feedback from users and potential users; and tailor dissemination materials of interest to them. This may include activities such as the collection and analysis of web analytics, as well as active surveys, user-testing, and soliciting ideas for new features.

It is expected that the grantee will publicize the clearinghouse. This may include attendance at relevant conferences such as the National Association for Welfare Research and Statistics, the ACF Research and Evaluation Conference on Self-Sufficiency, and the Association for Public Policy Analysis and Management Research Conference.

The grantee will be expected to have a system in place to determine whether research products are of sufficient quality for inclusion and to apply this system while updating the collection in a timely manner. It is also expected that the grantee will have a plan for ongoing updating and maintenance of the collection.

Throughout there will be periodic reports on progress, consultations with OPRE on proposed elements and features, periodic conference calls with OPRE, and other communication as necessary.

## **A. Background**

One of the major responsibilities of OPRE is to fund and manage research and evaluation in areas related to the TANF program, economic self-sufficiency, employment, and family and child well-being. OPRE funds a wide range of research and evaluation studies. The primary purposes of these research and evaluation projects are to inform decision makers at all levels of government, including the federal, state, and local levels, on the effects of programs and on questions of economic self-sufficiency, employment, and family and child well-being. Given these purposes, OPRE has an interest in: 1) disseminating the studies it funds, as well as disseminating high quality studies on similar topics produced by other entities; 2) introducing and promoting high-quality research, including that sponsored by ACF, to a wider audience of interested users; and 3) facilitating an ongoing dialogue among researchers, policymakers, and

practitioners on a broad range of issues.

OPRE engages in a wide range of activities to foster dissemination of the research that it generates and funds. These include the ACF Research and Evaluation Conference on Self-Sufficiency, the Child Care and Early Education Research Connections website, Employment Strategies for Low-Income Adults Evidence Review website, Home Visiting Evidence of Effectiveness Clearinghouse, the Teen Pregnancy Prevention Evidence Review Clearinghouse, and the Department of Labor Clearinghouse for Labor Evaluation and Research. The SSRC is an important part of OPRE's overall research dissemination strategy because of the breadth of its collection and its outreach activities. In addition, the ACF Office of Family Assistance (OFA) currently funds the Welfare Peer Technical Assistance Network (PeerTA) to facilitate the sharing of information between and among States, counties, localities, tribal organizations, and community-based organizations working with TANF programs. This network coordinates its work with the SSRC.

Over the previous 7 years, OPRE has funded the development of a design framework, the creation, launch, and maintenance of the SSRC. This work has included an assessment of the state of research on topics related to economic self-sufficiency, refinement of the topical scope and quality standards for the SSRC's collection, creation of a strategy for collection, extensive interviews with stakeholders and potential users of the network, the drafting of an organizational framework for website content, the creation of website wireframes and search functions, and the proposal of multiple features to facilitate communication among clearinghouse users. The recipient of the cooperative agreement will have access to all work products from the cooperative agreement ending September 29, 2016.

## **B. Purpose**

The cooperative agreement will support the maintenance of an interactive SSRC website populated with a wide variety of high-quality research and evaluation products. The SSRC serves as an on-line resource through which to find research and evaluation studies that are directly pertinent to economic self-sufficiency, employment, and family and child well-being for low-income populations including TANF recipients.

Through this award, OPRE aims to continue its interests in disseminating high-quality self-sufficiency research and evaluation in supporting and furthering the uses of its research and evaluation and in understanding how to increase the knowledge and use of self-sufficiency-related research and evaluation.

## **C. Goals of the Self Sufficiency Research Clearinghouse**

1. To disseminate high-quality research and evaluation products related to family economic well-being that are not readily available in other academic data bases for the purposes of: a) informing decisions related to public program performance and improvement and policy development; b) informing decisions related to the implementation of programs; and c) informing further research and evaluation in relevant topic areas, especially in areas where publically funded research and evaluation is typically focused.
2. To serve as an accessible and unbiased source of a wide range of high-quality research and evaluation products that relate to the topics of interest, especially to facilitate the dissemination of publically funded research and evaluation products that are not typically

collected or curated in other places.

3. To facilitate ongoing communication among researchers, policymakers, and practitioners on a broad range of issues concerning the research placed in the clearinghouse.

#### **D. Self Sufficiency Research Clearinghouse Requirements**

The grantee is expected to: 1) communicate with OPRE staff; 2) maintain the interactive SSRC website; 3) maintain and increase the research collection along with continued monitoring and maintenance to keep the collection current and comprehensive; 4) evaluate research in order to determine whether it should be included based on content relevance and quality; 5) create additional research related resources for users; 6) solicit and incorporate user feedback; and 7) promote the clearinghouse to different groups of current and potential users.

## **II. Federal Award Information**

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$500,000
Expected Number of Awards:	1
Award Ceiling:	\$500,000 Per Budget Period
Award Floor:	\$250,000 Per Budget Period
Average Projected Award Amount:	\$500,000 Per Budget Period
Anticipated Project Start Date:	09/30/2016

#### **Length of Project Periods:**

Length of Project Period: 36-month project with three 12-month budget periods

#### **Additional Information on Awards:**

**Awards made under this announcement are subject to the availability of federal funds.**

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

**Note:** For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

The grantee will be awarded up to \$500,000 for the first 12-month budget period, and up to \$500,000 for each subsequent 12-month budget period for the duration of the cooperative agreement.

The initial award will be made for the first 12-month period. Continuation awards for the subsequent 12-month budget periods will be subject to funds availability, satisfactory progress by the recipient, and a determination that continued funding would be in the best interest of the federal government. The need for a 36-month project period should be identified in Item 17 on the Standard Form (SF) 424, in the project narrative, and in the budget. Applicants will receive instructions on how to submit non-competing continuation applications during the first budget period to request funds for the second budget period. Applicants will also receive instructions on how to submit non-competing continuation applications during the second budget period for the third budget period.

### **Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement**

A cooperative agreement is federal assistance in which substantial federal involvement in project activities is anticipated. Responsibilities of federal staff and the successful applicant are reviewed prior to award.

OPRE will:

- work collaboratively on the development of products such as work plans, the research collection, website elements, and other matters;
- monitor the project and provide technical assistance and feedback when necessary;
- work closely with the grantee to promote partnerships among contributors to this effort;
- participate in monthly project meetings the recipient;
- review, comment, and approve major project decisions including key personnel changes, written products, website innovations, and the general content of the collection.

## **III. Eligibility Information**

### **III.1. Eligible Applicants**

Eligibility is open to state, city, and local governments; Native American tribal governments and Native American tribal organizations; non-profit organizations with, and without, 501(c)(3) IRS status; public, private, and state-controlled institutions of higher education; and for-profit organizations that are not sole proprietorships.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

**For awards that require matching by statute**, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

### III.3. Other

#### Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

#### Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.



### **Required Electronic Application Submission**

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

### **Missing the Application Deadlines (Late Applications)**

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.** Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the [www.Grants.gov](http://www.Grants.gov) validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.** Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

### **Notification of Application Disqualification**

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

## **IV. Application and Submission Information**

#### **IV.1. Address to Request Application Package**

Girley Wright  
Administration for Children and Families  
Office of Planning, Research, and Evaluation  
Division of Economic Independence  
330 C Street, SW., 4th Floor East, RM 4611B  
Washington, DC 20201  
Phone: (202) 401-5070  
Fax: (202) 205-3598  
Email: [girley.wright@acf.hhs.gov](mailto:girley.wright@acf.hhs.gov)

#### **Electronic Application Submission:**

The electronic application submission package is available in the FOA's listing at [www.Grants.gov](http://www.Grants.gov).

#### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at [www.Grants.gov](http://www.Grants.gov). They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

#### **Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):**

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

#### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

#### **IV.2. Content and Form of Application Submission**

##### **FORMATTING APPLICATION SUBMISSIONS**

**In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via [www.Grants.gov](http://www.Grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.**

##### **FOR ALL APPLICATIONS:**

### **Authorized Organizational Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov), where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

### **Point of Contact**

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

### **Application Checklist**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

### **Accepted Font Style**

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

### **Page Limitations**

**Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS". Page limitation(s) do not include SFs and OMB-approved forms.**

**All applications must be double-spaced.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

### **Application Elements Exempted from Double-Spacing Requirements**

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

### **Adherence to FOA Formatting, Font, and Page Limitation Requirements**

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation

requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

**NOTE:** Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

### **Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

### **Signatures**

Applicants submitting electronic applications must follow the registration and application submission instructions provided at [www.Grants.gov](http://www.Grants.gov).

The original of a paper format application must include original signatures of the authorized representatives.

### **Accepted Application Format**

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

#### **PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**

Applications may be no more than 100 pages, not including Standard Forms or CVs of key personnel.

The Project Description file (recommended limit of 50 pages) includes:

- Table of Contents
- Project Summary/Abstract (one page maximum)
- Project Description Narrative
  - Outcomes Expected
  - Approach
  - Program Performance Evaluation Plan
  - Logic Model
  - Plan for engaging and disseminating materials to different groups of potential users
  - System to determine whether research products are of sufficient quality for inclusion
  - Plan for ongoing updating and maintenance of the collection
  - Organizational Capacity
- Budget Justification

The Appendices file (recommended limit of 50 pages) includes:

- Biographical Sketches/Resumes/Job Descriptions
- Organizational charts
- Documentation of Eligibility
- Copies of Third-Party Agreements

#### **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

**Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.**

**File One:** Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

**File Two:** Must contain all documents required in the Appendices.

### **Adherence to the Two-File Requirement**

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

### **Application Upload Requirements**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF’s “Policy for Applicants Experiencing Federal Systems Issues” document for complete guidance at [https://www.acf.hhs.gov/sites/default/files/assets/systems\\_issue\\_policy\\_final.pdf](https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf) under “How to Apply for a Grant/Submit an Application.”

### **Required Standard Forms (SFs) and OMB-approved Forms**

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov). Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see <http://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

### **Use only file formats supported by ACF**

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

### **ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

### **Do Not Encrypt or Password-Protect the Electronic Application Files**

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

### **FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application*



*Submission Options* for more information.

### **Format Requirements for Paper Applications**

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

### **Addresses for Submission of Paper Applications**

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

### **Required Forms, Assurances, and Certifications**

**Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.** All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at [www.Grants.gov](http://www.Grants.gov).

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.



<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.</p>	<p>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.</p>
<p>Mandatory Grant Disclosure</p>	<p>Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.</p> <p>Disclosures must be sent in writing to:</p> <p>The Administration for Children and Families, U.S. Department of</p>	<p>Mandatory Disclosures, 45 CFR 75.113</p>

	<p>Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201</p> <p><b><u>And</u></b></p> <p>U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201</p>	
<p>Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)</p>	<p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i>. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</p>	<p>Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a>.</p> <p>General information about the HHS Protection of Human Subjects regulations can be obtained at <a href="http://www.hhs.gov/ohrp/">http://www.hhs.gov/ohrp/</a>. Applicants may also contact OHRP by email (<a href="mailto:ohrp@csophs.dhhs.gov">ohrp@csophs.dhhs.gov</a>) or by phone (240-453-6900).</p>

Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	<p>A DUNS number (Unique Entity Identifier) is required of all applicants.</p> <p>To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p>	<p>A DUNS number (Unique Entity Identifier) and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.</p>

	SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a> .	
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## The Project Description

### The Project Description Overview

#### Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

#### General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### General Instructions for Preparing a Full Project Description

#### Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.I. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

#### Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.4. Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed

to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

Letters of intent should be submitted to via e-mail to [girley.wright@acf.hhs.gov](mailto:girley.wright@acf.hhs.gov) or mailed to the following address:

Girley Wright

Administration for Children and Families

Office of Planning, Research, and Evaluation

Division of Economic Independence

330 C Street, SW., 4th Floor East, RM 4611B

Washington, DC 20201

## **Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

## **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

## **Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information,

as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

### **Expected Outcomes**

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

### **Outcomes Expected**

Identify the outcomes to be derived from the SSRC. Outcomes should relate to the overall goals of the SSRC as described in *Section I. Program Description*. Introduce the proposal: outline the goals, expected outcomes, and specific objectives of the SSRC; and explain the significance of the issues the SSRC will address. Describe the applicant's overall plan for the maintenance and the enhancement of the SSRC; maintenance and curation of the research collection along with continued monitoring and maintenance to keep the collection current and comprehensive; evaluation of research in order to determine whether it should be included based on content relevance and quality; creation of additional research related resources for users; ongoing engagement, solicitation, and incorporation of feedback from users and potential users; and ongoing promotion of the clearinghouse to different groups of potential users.

### **Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

#### **1) Introduction: Current Issues and Need for Assistance**

Applicants must introduce the proposal by briefly discussing current and high-priority issues and initiatives in research and evaluation areas related to the TANF program, economic self-sufficiency, employment, and family and child well-being. Explain the need for an interactive website, such as the SSRC, that focuses on multiple goals and expectations related to the TANF program, economic self-sufficiency, employment, and family and child well-being. Describe the audience of the current SSRC contributors and users, estimate their numbers, describe their needs, anticipate future needs of this audience, and if applicable, describe underserved or untapped audiences to be served.

#### **2) Approach**

**Overall Proposed Plan:** The applicant must begin by clearly outlining the overall project

plan. The overall plan must provide a comprehensive picture of the proposed objectives, goals, milestones, and activities, serving as a roadmap for the 3-year course of the project. The plan must identify short-and long-term dissemination goals and other specific goals and objectives outlined in *Section 1. Project Description*. The plan must also include a timeline and discuss the targeted audiences and succinct explanations of appropriate milestones and activities for evaluating the relative success for accomplishing the proposed goals and objectives.

**Proposed Strategies and Activities:** Applicant must describe, in detail, all proposed strategies and activities for upholding and enhancing their specific goals and objectives outlined in the overall plan for the SSRC project. When describing the proposed strategies and activities for each of the specific goals and objectives, applicants must: a) provide sound strategies and activities; b) demonstrate technical knowledge and understanding; c) discuss collaborative efforts; and d) emphasize innovation. Each of the criteria must be addressed as follows:

**a) Provide Sound Strategies and Activities**

Applicants must identify appropriate and sufficient strategies and activities for addressing each of the proposed goals and objectives outlined in the plan. These strategies and activities must be culturally and ethnically sensitive to the diverse target audiences. Applicants must also include detailed descriptions and rationale on how proposed strategies and activities will support the proposed goals and objectives in the outlined plan.

Additionally, the identified strategies and activities must include in-depth explanations on the implementation of self-evaluation and performance measures to assess whether the proposed goals and objectives are being met. Further, applicants must address how strategies and activities will be adapted or changed in accordance with the outcomes of these self-evaluation and performance assessments.

Applicants must justify the level of effort for strategies and activities proposed for each of the goals and objectives, as well as clearly explain the balance of efforts across the goals and objectives with the resources allocated. Applicants are encouraged to propose potential partnerships with other research organizations engaging in similar efforts (e.g., creating and sustaining research websites, such as the PeerTA (<https://peerta.acf.hhs.gov/>), and research libraries) in order to fill any gaps in and expand their own capacity to meet the proposed goals and objectives. Lastly, applicants must provide detailed strategies regarding the passing on of all products acquired, developed, and/or maintained during the term of the cooperative agreement to OPRE or the subsequent SSRC grantees.

**b) Demonstrate Technical Knowledge and Understanding**

Applicants must clearly identify the technical and logistical challenges that may arise in the process towards achieving the proposed goals and objectives to advance the overarching goals of the SSRC project. Examples of these technical and logical challenges may include (but are not limited to) topics such as the world-wide web, access to full-text documents, dissemination strategies, liability, confidentiality, protection of human subjects, and terms-of-use agreements.

Applicants must then propose strategies and activities for overcoming the identified technical and logical challenges that are detailed, clear, and emphasize strengths as well as limitations.

### c) Discuss Collaborative Efforts

Applicants must highlight strategies and activities for achieving their specific goals and objectives that increase collaboration and partnership-building at national, statewide, and local levels. These strategies and activities must also support researchers and other stakeholders in their efforts to build effective partnerships and promote collaboration in a variety of environments, such as colleges and universities. Additionally, applicants must propose explicit strategies and activities for working with OPRE to conduct relevant workshops and training sessions at the following conferences: National Association for Welfare Research and Statistics, the ACF Research and Evaluation Conference on Self-Sufficiency, and the Association for Public Policy Analysis and Management Research Conference.

### d) Emphasize Innovation

Applicants must include novel and ground-breaking strategies and goals for accomplishing the proposed project plan and objectives, as well as the overarching goals for the SSRC project. Identification of cutting-edge strategies must be discussed in detail, highlighting both strengths and limitations. Examples may include the innovative use of social media tools or pioneering new partnerships with organizational websites.

### 3) Staff Qualities and Organizational Capacity

Applicants must describe the contributions of the organizations and key individuals who will work on the project. The application must specify a project director and key staff with extensive experience regarding TANF research. Brief resumes and curriculum vitae of the proposed staff members must be included as a separate appendix to the application. The time commitment to the SSRC project and other existing commitments for each of the proposed staff members must be clearly indicated in chart form.

Applicants must include information regarding their organizational resources, facilities, and capabilities. Applicants must provide detailed descriptions and letters of intent for any organization and/or consultants who may also be involved in the SSRC project. Applicants must also briefly explain the exact nature of the effort or contribution from these organizations and/or consultants.

Applicants must include a comprehensive management plan and organizational chart. This management plan and organizational chart must include (but is not limited to) personnel allocations, tasks and subtasks, products, timelines, and coordination of components demonstrating how the proposed project goals and objectives will be accomplished. In addition, applicants must demonstrate capacity to maintain internal procedure to track and report on the funding source and their associated activities and costs. See the related requirements under Organizational Capacity (i.e., documentation of the qualifications of the organizations and key individuals to carry out the proposed project).

Applicants must include a logical and reasonable Quality Assurance Plan. This plan must provide detailed descriptions of how the applicant will maintain quality across all aspects of the cooperative agreement. The plan must provide evidence of the applicant's ability to have sufficient number of staff available to accomplish the work, including letters of commitment from consultants and/or subgrantees.



## **Program Performance Evaluation Plan**

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

Evaluation plans for this project should include (but not be limited to) web-based analytics as well as the collection and analysis of direct feedback from users.

## **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

ACF will accept proof of status as a for-profit organization under state or federal law. For-profit organizations must provide documentation supporting that they are not sole proprietorship organizations. Sole proprietorship organizations are considered to be individuals and are not eligible under this FOA. Please see *Section III.3. Other, Application Disqualification Factors*.

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

## **Logic Model**

Applicants must submit a logic model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

## **Organizational Capacity**

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Curricula Vitae (CV);
- Biographical Sketches (short narrative description);
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

## **Dissemination Plan**

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received

project information and have used it as intended.

### **Third-Party Agreements**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

### **Plan for Oversight of Federal Award Funds**

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

## **The Project Budget and Budget Justification**

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

***Special Note:*** The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

## **General**

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## **Personnel**

**Description:** Costs of employee salaries and wages.

**Justification:** Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

## **Fringe Benefits**

**Description:** Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

**Justification:** Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

## **Travel**

**Description:** Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

**Justification:** For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

## **Equipment**

**Description:** "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

**Justification:** For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

**Description:** Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

**Justification:** Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## **Contractual**

**Description:** Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the

simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

**Note:** Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

### **Other**

**Description:** Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

**Justification:** Provide computations, a narrative description, and a justification for each cost under this category.

### **Indirect Charges**

**Description:** Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

- 1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

**Note:** An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

- 2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

**Justification:** This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be

charged as direct costs to the grant.

### **Commitment of Non-Federal Resources**

**Description:** Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

**For awards that require matching by statute**, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**Justification:** If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation

criteria in *Section V.1.* of this announcement.

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

### **Application Submission Options**

#### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

After a grant application package is submitted to [www.Grants.gov](http://www.Grants.gov), a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

#### **Application Validation at [www.Grants.gov](http://www.Grants.gov)**

After an application has been successfully submitted to [www.Grants.gov](http://www.Grants.gov), it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via



email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

Each time an application is re-submitted to [www.Grants.gov](http://www.Grants.gov), the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

**NOTE:** The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

### **Grants.gov Support Center**

- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Support Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

### **Issues with Federal Systems**

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [https://www.acf.hhs.gov/sites/default/files/assets/systems\\_issue\\_policy\\_final.pdf](https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf).

### **Request an Exemption from Required Electronic Application Submission**

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at [www.Grants.gov](http://www.Grants.gov). To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at [www.Grants.gov](http://www.Grants.gov).

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov), or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

**Please Note:** [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov) may only be used to request an exemption from required electronic submission. All other inquiries must be directed to the appropriate agency contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,

- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

**Exemption requests must be *received by ACF no later than two weeks before the application due date***, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

#### **Paper Format Application Submission**

**An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission*."**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

### **IV.3. Unique Entity Identifier and System for Award Management (SAM)**

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

**Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.**

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

#### **IV.4. Submission Dates and Times**

##### **Due Date for Letter of Intent**

Due Date for Letter of Intent: **06/20/2016**

##### **Due Dates for Applications**

Due Date for Applications: **07/20/2016**

#### **Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

#### **Electronic Applications**

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at: <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

### **Mailed Paper Format Applications**

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

**No appeals will be considered for applications classified as late under the following circumstances:**

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

### **Emergency Extensions**

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

### **Acknowledgement from [www.Grants.gov](http://www.Grants.gov)**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

### **Acknowledgement from ACF of an electronic application's submission:**

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

### **Acknowledgement from ACF of receipt of a paper format application:**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

## **IV.5. Intergovernmental Review**

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372

[http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372.

Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

#### **IV.6. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.



Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

#### **IV.7. Other Submission Requirements**

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

##### **Submission By Mail**

Bridget Shea Westfall  
Office of Grants Management  
Division of Discretionary Grants  
330 C Street, SW.  
Washington, DC 20201

##### **Hand Delivery**

Bridget Shea Westfall  
Office of Grants Management  
Division of Discretionary Grants  
330 C Street, SW.  
Washington, DC 20201

##### **Electronic Submission**

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.  
For all submissions, see *Section IV.4. Submission Dates and Times*.

#### **V. Application Review Information**

##### **V.1. Criteria**

**Please note:** Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.



Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Awareness of Current Issues and Need for Assistance	Maximum Points:10
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Awareness of current issues and need for assistance will be reviewed and evaluated against the following criteria:

- 1) Clearly and accurately describes the significance for an interactive website, such as the SSRC, as an integrated system of knowledge, datasets, technical assistance, and collaboration efforts on research and evaluation studies on various topics related to low-income families and self-sufficiency, including TANF, employment and training, child and family well-being and anti-poverty strategies.
- 2) Describes the audience of the SSRC, describes their needs, anticipates future needs of this audience, and if applicable, describes underserved or untapped audiences to be served.
- 3) Demonstrates a thorough awareness and knowledge of current research and evaluation literature on TANF and other low-income populations, focusing on economic self-sufficiency, employment, education, training, and family and child well-being.
- 4) Demonstrates a firm understanding of the potential benefits of improving dialogue within and across the clearinghouse's targeted user groups.
- 5) Demonstrates in-depth knowledge of existing clearinghouse and evidence-review websites that are similar in nature to the SSRC and explains the relevance of these clearinghouses and sites for this project. This would include how the SSRC may be similar to existing clearinghouses, how it might be different, and how the ongoing maintenance and curation of the SSRC will add value to the social welfare research, program development, and policy field.

Technical Approach	Maximum Points:50
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### Overall Proposed Plan

Each applicant will be evaluated on the overall proposed plan. This proposed plan should be structured around the goals and the objectives of the SSRC outlined in *Section 1. Program Description*. The overall proposed plan will be evaluated based on the extent to which an applicant:

- 1) Proposes a well-structured and clearly outlined plan that addresses the SSRC goals and objectives.
- 2) Includes specific short- and long-term objectives and goals highlighting dissemination of high-priority and up-to-date research content and archived datasets to appropriated

targeted audiences/end users of the SSRC.

3) Provides a clearly laid out and understandable timeline of these proposed dissemination goals, specific goals and objectives, milestones, and activities over the 3-year course of the SSRC project.

### **Proposed Strategies and Activities**

Each application will also be evaluated based on the extent to which the proposed strategies and activities for achieving each of the proposed objectives and goals reflect sound strategies and activities, technical knowledge and understanding, collaboration efforts, and innovation.

### ***Sound Strategies and Activities***

- 1) Proposes appropriate and sufficient strategies and activities for addressing each of the proposed goals and objectives for the SSRC project.
- 2) Clearly explains strategies and activities for effectively dealing with transitional challenges from the previous project period to the new 3-year project period.
- 3) Proposes strategies and activities that reflect cultural and ethnic sensitivity to the issues being addressed.
- 4) Discusses performance measures that will be implemented to assess how well the proposed goals and objectives are being met.
- 5) Identifies a process of self-evaluation for the project, which may include, but is not limited to, monitoring the usage of the website and making comparisons to similar projects in an effort to monitor and improve the SSRC's service to its intended audience.
- 6) Provides a means of monitoring progress, accomplishments, and shortfalls.
- 7) Identifies possible barriers to achieving the proposed results and effective strategies for addressing these barriers.
- 8) Presents insightful, practical criteria to be used in determining whether to place a research product on the site considering the topics of interest that are to be covered by the clearinghouse. High priority must be given to research and evaluation that informs ACF programs, especially TANF and other economic self-sufficiency, employment, education, and family and child well-being initiatives. Criteria should ensure that the collection maintains a minimum quality standard while including a wide range of research methods.
- 9) Describes relevant sources for research to be placed in the clearinghouse, as well as a practical plan for effectively partnering with other research and evaluation clearinghouses and related websites and information systems and other relevant bodies whose members represent target users of the SSRC.
- 10) Describes specific topics to be covered in the clearinghouse within the overall focus of family self-sufficiency in a way that shows thorough knowledge of the topic and is in accordance with the project focus laid out in this FOA.
- 11) Presents a design plan to maintain the most user-friendly and accessible website possible, including search functions, library design, interactive components, and

promotion of new content. These design questions should take into account the multiple perspectives and different research consumption habits of the main SSRC audience groups (researchers, policymakers, and practitioners) and address the different needs of those groups.

12) Carefully discusses plans for organizing products in the collection, with an organizational scheme that maximizes the accessibility of products to a range of users, including through a search function.

13) Offers a realistic and thorough approach to building up the research collection, and then maintaining a complete and current collection as the project continues and new research is produced in the field.

### ***Technical Knowledge and Understanding***

An in-depth technical understanding of information technology systems--including issues surrounding data archiving, indexing, and metadata systems--is the foundation for successfully operating and continuing to develop the SSRC. Technical knowledge and understanding will be evaluated based on the extent to which an applicant:

1) Clearly and specifically describe the proposed technical specifications of the technical specifications of the information technology system used or sustained to support the web-based functions of the SSRC, including the type of logic to be used in searches.

2) Provides information on the strengths and limitations of different technical assistance strategies that may be utilized on the SSRC regarding topics of research content, data archive, indexing, and metadata systems.

3) Demonstrates a comprehensive understanding of the technical issues associated with managing a web-based clearinghouse; describes the strengths and limitations of existing approaches; and proposes effective solutions to a full range of issues. Important issues include, but are not limited to, a) technical problems associated with categorizing research and evaluation; b) how search engines would be developed; c) how material will be stored; and d) legal issues of copyright liability. Discusses background and lessons in this field concerning the development of websites and clearinghouses in the area of the social sciences and how those experiences may be relevant to this project. This discussion should describe problem areas and solutions highlighted in the literature. Discusses current issues in developing and maintaining a research literature data base including, but not limited to, topics such as the World Wide Web, access to full-text documents, dissemination strategies, liability, confidentiality, and terms-of-use agreements.

4) Provides a thorough description of the technical assistance that will be available for answering user questions. This description should anticipate problems and suggest solutions to the ongoing support of publications.

5) Provides assurance that, should the occasion arise, all products acquired, developed, and/or maintained during the term of the cooperative agreement will be passed on to OPRE or the subsequent SSRC grantee.

### ***Collaboration Efforts***

Collaboration efforts with different agencies, organizations, and programs supporting

research and evaluation in areas related to the TANF program, economic self-sufficiency, employment, and family and child well-being, in consultation with OPRE, will be required in the SSRC project. Collaboration efforts will be evaluated based on the extent to which an applicant:

- 1) Proposes effective strategies and activities for increasing collaboration and partnership building at the national, statewide, and local levels; supporting researchers and other stakeholders in their efforts to build effective partnerships; and promoting collaboration in a variety of environments, such as colleges and universities.
- 2) Discusses strategies for working with OPRE to conduct relevant workshops and training sessions at the following conferences: National Association for Welfare Research and Statistics, the ACF Research and Evaluation conference on Self-Sufficiency, and the Association for Public Policy Analysis and Management Research Conference.

### ***Innovation***

Considering that information technology system tools and social media are constantly developing, innovation is key to maintaining and enhancing a state-of-the-art and interactive website, such as the SSRC. Innovation will be evaluated based on the extent to which an applicant:

- 1) Proposes novel and ground-breaking strategies to achieve each of the proposed goals and objectives in the applicant's outlined plan for the SSRC project.
- 2) Identifies concrete examples of relevant and cutting-edge strategies that could be used to expand research content, as well as examples of potential partnerships with other websites, as a means of fostering the mission of ACF.
- 3) Provides cutting-edge strategies for the use of social, media tools and partnering with organizational websites in similar research and evaluations to foster advancements in dissemination, collaboration, and networking efforts.

### **Staff Qualifications and Organizational Capacity**

**Maximum Points:20**

Staff qualifications will be evaluated based on the extent to which the applicant:

- 1) Explains how the proposed number of staff and their expertise are adequate to carry out the requirements under the program announcement with a high level of accomplishment, on time, and within budget.
- 2) Proposes a project director and key staff, who, when taken together as a team, have the knowledge and experience to accomplish the objectives described for this project, and describes the roles that they will play in the project.
- 3) Describes strong, relevant experience for each of the key staff listed above including:
  - a) their involvement in and knowledge of family self-sufficiency research, and b) their involvement or experience with engaging and working interactively with a research dissemination tool meant to reach multiple audiences with different questions, needs, and approaches to research.
- 4) Gives convincing evidence that the key staff have been involved in complex projects working with a wide variety of persons and being able to coordinate their efforts and

input. Such persons would include researchers, users of research and evaluation, and developers of clearinghouses.

5) Provides in an appendix the complete resumes of the current and proposed staff, as well as job descriptions of those to be hired, that demonstrate the ability of the proposed staff to fulfill key roles, including the percentage of time committed to other projects. Resumes should indicate what position each individual will fill and position descriptions should specifically describe each job as it relates to the proposed SSRC.

#### Organizational Capacity

Maximum Points: 15

Organizational capacity will be evaluated based on the extent to which the applicant:

1) Provides a logical and reasonable management plan that includes: a) an organization chart of the proposed project team, including Project Director, indicating corresponding tasks/responsibilities; b) indication of lead staff for each task; c) staff levels by task, listing each staff member and estimated distribution of person hours to be spent on each task; d) proposed work schedule by task that includes a timetable for deliverables; and e) if the applicant plans to partner with consultants and/or subgrantees, the corresponding roles of each team member and a plan for providing oversight and integration of the respective work.

2) Describes past and current projects the applicant and possible subcontractors/subgrantees have completed or are currently working on that illustrate competence in two areas: a) understanding of research in TANF-related family self-sufficiency areas, and b) maintaining clearinghouses of the nature and scope described in this announcement. It should be clear how the projects described relate to this project and how they inform the applicant's approach to this project.

3) Provides a logical and reasonable Quality Assurance Plan that illustrates: a) overall plan for maintaining quality across all aspects of the cooperative agreement; b) evidence of the ability to have a sufficient number of the staff available to accomplish the work, including letters of commitment from consultants and/or subgrantees if utilized, percent of time for each person on the project (presented separately by year), and a detailed description of all outside commitments (listed separately by percent of time for each ongoing or proposed project and presented by year) for staff/consultants assigned to the task order who are less than full-time; and c) problems that might occur in the proposed project and a description of how these shall be resolved, including examples from previous analogous work of how such issues were managed.

4) Provides a clear and reasonable description of the applicant's plans for managing partner organizations, consultants, and/or experts assigned to the project.

5) Demonstrates that the proposal includes sufficient labor and resources to build up and maintain a robust and complete research collection that goes beyond work published in academic journals, is vetted for quality standards, and is organized for easy searching.

6) Provides a reasonable plan for communication with the federal project officer, including justifications for the plan and why it is appropriate for the project including relevant examples from previous analogous work that describe the level of communication, frequency, and amount of time devoted to communications.

## Budget and Budget Justification

Maximum Points:5

The extent to which the applicant:

- 1) Provides a narrative description and sound rationale for the budget information presented on Standard Forms 424 and 424A and related budget tables presented in the text. The description and rationale should indicate the proportion of the budget that is allotted for the key functions, which at least include: a) interactive website; b) resource collection; c) technical assistance to website users; d) ongoing feedback collection; and e) promotion and user-base development.
- 2) Demonstrates that costs to maintain the SSRC are reasonable, adequate, and justified in terms of the proposed tasks and subtasks, as well as anticipated results and benefits.
- 3) Includes sound fiscal control and accounting procedures to ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this program announcement.

## V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number ([www.dbn.com](http://www.dbn.com)) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

### Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

### Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be

funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

#### **Federal Awarding Agency Review of Risk Posed by Applicants**

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov/>, before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants [http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200\\_1205&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

#### **Approved but Unfunded Applications**

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

### **V.3. Anticipated Announcement and Federal Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

## **VI. Federal Award Administration Information**

### **VI.1. Federal Award Notices**

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director,

that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

## **VI.2. Administrative and National Policy Requirements**

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at:

<http://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

## **VI.3. Reporting**

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at

<http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2>.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Performance Progress Reports:	Quarterly
Financial Reports:	Quarterly

## **VII. HHS Awarding Agency Contact(s)**

### **Program Office Contact**

Girley Wright

Administration for Children and Families

Office of Planning, Research, and Evaluation

Division of Economic Independence

330 C Street, SW.

Washington, DC 20201

Phone: (202) 401-5070

Fax: (202) 205-3598

Email: [girley.wright@acf.hhs.gov](mailto:girley.wright@acf.hhs.gov)

### **Office of Grants Management Contact**

Bridget Shea Westfall



Administration for Children and Families  
Division of Discretionary Grants  
Office of Grants Management  
330 C Street, SW.  
Washington, DC 20201  
Phone: (202) 401-5542  
Email: [bridget.sheawestfall@acf.hhs.gov](mailto:bridget.sheawestfall@acf.hhs.gov)

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

## VIII. Other Information

### Reference Websites

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www.grants.gov/web/grants/accessibility-compliance.html>

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

The *Federal Register* <https://www.federalregister.gov/>.

## Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a></p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
The Project Description	<p>Referenced in <i>Section IV.2. The Project Description.</i></p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
The Project Budget and Budget Justification	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i></p>

		and in <i>Section IV.4. Submission Dates and Times.</i>
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in <i>Section IV.2. Required Forms, Assurances and Certifications.</i>	Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a></p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the</p> <p><i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times.</i>

Letter of Intent	Referenced in <i>Section IV.2. Project Description.</i>	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.4.</i>
DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> <p>These forms are <b>required</b> for applications under this FOA:</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

	<ul style="list-style-type: none"> <li>• Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.</li> </ul>	
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov</p> <p>and at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>If submission of this form is applicable, it is due at the time of application.</p> <p>If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>

<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package or prior to the award of a grant.</p>
<p>Project Summary/Abstract</p>	<p>Referenced in <i>Section IV.2. The Project Description.</i> The Project Summary/Abstract is limited to one single-spaced page.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
<p>Proof of Non-Profit Status</p>	<p>Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i></p>	<p>Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times.</i> If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>

Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i>. Additional information and necessary forms are available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a>.</p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at <a href="http://www.grants.gov/web/grants/forms.html">http://www.grants.gov/web/grants/forms.html</a> by using the link to "SF-424 Family."</p>	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

<p>Executive Order 12372, "Intergovernmental Review of Federal Programs," and</p> <p>45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"</p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372</p> <p><a href="http://www.whitehouse.gov/omb/grants_spoc/">http://www.whitehouse.gov/omb/grants_spoc/</a></p> <p>as indicated in <i>Section IV.5. Intergovernmental Review</i> of this announcement.</p> <p>The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.</p>	<p>Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>Third-Party Agreements (also, MOUs and Consortia Agreements)</p>	<p>Referenced in <i>Section IV.2. Project Description</i>.</p>	<p>If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4</i>. If not available at the time of application submission, due by the time of award.</p>